



Position Title:	Part-Time Lab Assistant I	Job Code:	8378
Reports To:	Lab Manager	Job Group:	Class-R
Department:	College-wide	Salary Grade:	W4
Prepared By/Date:	Jennifer Brito/06-15-2010	FLSA Status:	Non-Exempt
Approved By/Date:	College-wide		
Revised:	Donna French/10-04-2011		

Summary:

This position is responsible for the operations of the lab functionalities by ensuring that equipment is used properly by students. Also assists students during lab hours.

Essential Duties and Responsibilities:

- Maintains labs station, equipment clean and classroom ready
- Maintains a schedule of agreed upon lab hours
- Logs students in/out
- Enforces all MDC policies and reports any malfunctions, discrepancies or other problems related to use of equipment in the labs to staff and supervisor
- Ensures that students use equipment according to prescribed guidelines
- Assists students during lab hours
- Supervises the student assistants and part-time personnel assigned to the front desk
- Prepares office schedules of part-time employees and student assistants
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Possess excellent oral and written communication skills
- Possess detail-oriented and highly organized skills
- Possess strong interpersonal and decision-making skills
- Proficiency in Microsoft applications
- Ability to work well in a multi-ethnic and multi-cultural environment with students, faculty and staff

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-Essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- One (1) year of College (30 credits) from a regionally accredited institution and one (1) year experience

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name